



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Insurance, Department of. Political Subdivision Risk Management.

| Agency: Political Subdivision Risk Management |               | Division:   |   |
|---|---------------|---|---|
| ITEM NO.                                      | RECORD SERIES | TITLE/DESCRIPTION<br>(This Retention Schedule is approved on a space-available basis)   | RETENTION PERIOD  |
| 1   | 98-54         | <b>TORT CLAIM NOTICES AND RESPONSES</b><br>This is a file of notice of tort claims, IC 34-13-3-1, et seq, 1998 Edition, filed by individuals against political subdivisions. Also includes a copy of a form letter response. Arranged numerically.  | TRANSFER to the RECORDS CENTER two (2) years after the filing date. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the filing date.   |
| 2   | 98-51         | <b>MEMBER SUBDIVISIONS' CLAIM PAYMENTS AND INFORMATION (98-051 B)</b><br>Typical record contains copies of claims payments, claims forms and all related correspondence. Retention consistent with IC 34-13-1-1, (1998 Edition).  | TRANSFER to the RECORDS CENTER two (2) years after the end of the claim settlement and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the date of the claim settlement.            |
| 3   | 98-52         | <b>CERTIFIED MAIL RECEIPTS AND "GREEN CARDS" (98-052 B)</b><br>Records of outgoing mail and return receipt cards from the U.S. Postal Service; used to send claims payments. Retention consistent with IC 34-11-1-1, (1998 Edition).  | TRANSFER to the RECORDS CENTER two (2) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 4   | 98-53         | <b>VENDOR AND COMMISSION MEMBER CORRESPONDENCE (98-053 B)</b><br>Miscellaneous correspondence with contracted vendors regarding available services or discussion of existing contracts. Also extensive to/from member correspondence; alphabetical arrangement. Retention consistent with IC 34-13-1-1, (1998 Edition).   | TRANSFER to the RECORDS CENTER two (2) years after the end of the correspondence year. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the end of the correspondence year.   |
| 5   | 98-55         | <b>POLITICAL SUBDIVISIONS' MEMBERS BILLING AND ASSESSMENT PAYMENTS</b><br>In accordance with IC 27-1-29-7(b)(5), 1998 Edition, the Commission has the power to establish procedures and criteria for the imposition of assessments to be paid by members of the fund, and the payment of members liabilities. Pursuant to IC 27-1-29-12(a), 1998 Edition, the Commission shall impose an assessment to be paid by each member of the Political Subdivision Risk Management Fund. Retention consistent with IC 34-13-1-1, (1998 Edition) | TRANSFER to the RECORDS CENTER two (2) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 6   | 98-56         | <b>MEMBER LISTS</b><br>Usually only two to three (2-3) pages in length, this list shows all current and former members of the Commission.   | TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles when outdated or replaced.   |
| 7   | 98-57         | <b>AUDITED FINANCIAL STATEMENTS</b><br>Private CPA Audits of the Commission. Retention consistent with IC 34-13-1-1, (1998 Edition).  | DESTROY ten (10) years after receipt of the last audit.   |